

ROUTING AND TRANSMITTAL SLIP

9/9/80

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. C/R&SB/OL		
2. <i>Official file</i>		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Please distribute the attached page 16a with flyer to all Logistics personnel in and outside of OL.

We would like to have an additional 40 copies without the flyer.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post) C/P&TS/OL	Room No.—Bldg.
	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)

Prescribed by GSA

The attached page 16a is to be added to the OL Personnel Handbook as part of Section IV, Promotion.

Please ensure that all ML careerists see this new section.

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MINIMUM TIME-IN-GRADE GUIDELINES

1. Effective 1 October 1980, the Office of Logistics (OL) will follow the Directorate for Administration (DDA) "Minimum Time-in-Grade Guidelines" for eligibility for consideration for promotion. The Guidelines apply for clerical, technical and professional personnel.

GS-03 to GS-04	6 months
GS-04 to GS-05	6 months
GS-05 to GS-06	6 months
GS-06 to GS-07	6 months
GS-07 to GS-08	6 months
GS-08 to GS-09	6 months
GS-09 to GS-10	9 months
GS-10 to GS-11	9 months
GS-11 to GS-12	11 months
GS-12 to GS-13	17 months
GS-13 to GS-14	23 months
GS-14 to GS-15	23 months
GS-15 to SIS	23 months

2. Employees are reminded that these are minimum standards and not everyone can or will be promoted in the minimum time. Those who are promoted with a minimum time-in-grade generally will be the employees who are performing in an excellent or superior manner and are competitively evaluated to be in Category I.

3. The number of promotions still is governed by the amount of headroom that is available. Headroom, in turn, depends on the number of positions authorized and the number of employees on duty to fill the positions. Headroom is affected by transfers in/out of the Subgroup, recruitment, resignations, retirements, etc. The headroom is computed on both an Office and functional basis to ensure an equitable distribution of promotions among the different panels.

4. Each year OL establishes promotion targets and publishes them around the beginning of the fiscal year. The FY 81 targets already have been submitted to the DDA for approval and will be published as soon as possible. These targets were established on the basis of projected headroom; there will not be more promotions simply because the time-in-grade guidelines are lower than those previously used by the OL.

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